

**DEPARTMENT OF PERSONNEL ADMINISTRATION****MEMORANDUM**

**TO: All Agency Secretaries and  
Department Directors**

**DATE: May 16, 2001**

**FROM: Marty Morgenstern, Director  
Department of Personnel Administration  
1515 S Street, North Building, Suite 400  
Sacramento, CA 95814-7243**

**SUBJECT: Appropriate Attire During Summer Months**

As you have all noticed, the weather has gotten warmer much quicker than many of us anticipated. With our thermostats set higher and the outside temperatures exceeding 90°, DPA staff has received numerous inquiries about changing dress code policies to allow casual dress.

If your department or agency has a policy in place that has specific dress requirements, it is recommended to review the policy and determine if the policy needs to be revised to address warmer temperatures. In most cases, you will find that your policy allows relaxed dress but supervisors and employees may not be aware or don't feel wearing more casual clothing is acceptable.

Therefore, during these warm spring and summer months, it is suggested that departments encourage employees to dress more casually to accommodate comfort in the heat. It should be understood that clothing still must be work appropriate and supervisors and employees should continue to remember where we work, the type of work we do, and the customers we serve in determining what is suitable dress.

If you have a policy in place and believe that it is necessary to change the policy to address more casual dress, please contact your department's Labor Relations Officer to determine the collective bargaining impact.

In addition, I trust you will not hesitate to contact me, if you have additional concerns. Gloria Moore Andrews, DPA's Chief of Labor Relations, (916) 324-0476, is also available to respond to any questions or concerns that you or your staff may have.